

2008-2014 CAPITAL PLANNING SYSTEM USER MANUAL

Non-State-Owned Property Occupied by the Agency (Form SYP-B4d)

Upon choosing Form SYP-B4d from the **SELECT OPTION** page, the user will be taken directly into the single text field that must be completed on this form.

The up and down arrows and scroll bar – to the right of the text box - may be used to view the contents of this field.

PRINTING THE FORM SYP-B4d REPORT

For a printed copy of the information entered on Form SYP-B4d, the user must choose “View/Print Forms” under Agency Level Reports on the **SELECT OPTION** page. This report cannot be printed directly from the Form SYP-B4d data entry page.

All reports are provided in PDF, which requires the Adobe Acrobat Reader. (This software may be downloaded from the capital planning system **HOME** page.)

REQUIRED DATA FIELDS

Before the cabinet/agency contact can submit the completed agency plan to CPAB, the system will run a series of checks to ensure that all required data fields have been completed. If the agency has indicated on its Plan Checklist that since April 1, 2005, there have been changes in the agency's occupancy of non-state-owned property (land and/or facilities) that is leased from a non-state entity, *its capital plan will not be submitted electronically until Form SYP-B4d is completed.*

Upon choosing Form SYP-B4d from the **SELECT OPTION** page, a listing of all Non-State-Owned Properties Leased by Another Agency and Occupied (subleased) by the Agency that have been entered into the system will be displayed in order by County. This display also reflects the Lease ID. The listing is based on information from Form SYP-B4d.

From this listing, the user may take any of the following actions (the steps to do each operation are shown in *italics*)

- Retrieve the detailed data for a specific property to review and/or edit
 - *Select [Edit] next to the desired property*
- Add a new entry and the accompanying detailed data
 - *Select [Add New Item] at the bottom of the page*
- Search for and display a list of properties that include a specific phrase, entire word, or group of letters in the Property Name

- *Enter that phrase, word, or group of letters in the space provided above the project list and press [Search]*
- Return to the complete project listing after the Search list has been displayed
 - *Press [Reset] above the facility list*
- Sort and display the list based on any of the headings/categories that are shown
 - *Click on the heading that is to be the basis of the sort*
- View and/or print the detailed data for a single property
 - *Select [View] under the Reports column*

Note: Changes to the data or the deletion of an entire property from the listing can be done only by accessing the relevant Form SYP-B4d. Changes or deletions cannot be made to this listing.

NAVIGATING THE LISTING

If there are more than 15 property entries, they will be listed on multiple pages (15 per page). Up to 10 pages will be identified at the bottom of the screen of the selected page, click on the ellipse (. . .) to go to pages other than the 10 listed. The bottom of the page will also display the total number of pages and the current page number (Viewing page ___ of ___).

ENTERING DATA

To move between fields on Form SYP-B4d, use the <Tab> key or the mouse.

After completing the data entry, selecting [Save Changes] will save the information to the database if all required data have been entered (see Required Data Fields below). The other option at this point is to [Cancel] which returns the user to the property listing, without saving any new or changed data.

TYPES OF DATA

Data on Form SYP-B4d are comprised of selections from picklists, text, and numeric entries.

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| Picklists | Click on the down arrow to the right of the data entry field to access the available options. |
| Text | Enter text as in a word processing application. Use the up and down arrows, or scroll bar, to view contents of the field. |
| Numbers | Enter figures with or without commas (,); commas will be inserted automatically. |

DELETING AN ENTRY

To delete a property, select [Edit] from the Form SYP-B4d listing then select [Delete] at the top of the page. The user will be prompted to confirm that the intent is to completely remove the property from the system.

REQUIRED DATA FIELDS

A Property Name must be entered in order for the system to accept the [Save Changes] instruction on Form SYP-B4d.

Before the cabinet/agency contact can submit the completed agency plan to CPAB, the system will run a series of checks to ensure that all required data fields have been completed. The plan will not be submitted unless all required fields are completed. Items that will be checked on Form SYP-B4d are as follow:

- Has the “County” field been completed?
- Has the “Leasing Agency” field been completed?
- Has the “Lease ID” field been completed?
- Has “Square Footage “Subleased” field been completed?
- Has the “Original Start Date” field been completed using the format specified?
- Has the “Expiration Date” field been completed using the format specified?
- If the “Agreement Number” or “Annual Rent” field is blank, has the “Other Explanation” field been completed?

PRINTING REPORTS

In addition to the ability to print data for individual properties from the listing. A summary report can be printed by choosing “View/Print Reports” under Agency Level Reports on the **SELECT OPTION** page.

All reports are provided in PDF, which requires the Adobe Acrobat Reader. (This software may be downloaded from the capital planning system **HOME** page.)